

SECRETOCSS-M80-514
04 November 1980

MEMORANDUM FOR: Director of Communications

FROM: [REDACTED]

Chief, Support Services Division, OC

SUBJECT: Monthly Narrative Summary Report -
October 1980 [REDACTED]

1. The changes in the travel reimbursement rates are as follows: per diem rate, \$50 maximum; high rate geographical areas, NTE \$75; and the new mileage rate is 22.5 per mile. The new rates were effective 05 October 1980. [REDACTED]

2. OC has been notified that our proposed promotions for FY81 under the Uniform Promotion System has been approved as submitted. The proposal was for a minimum of [REDACTED] GS promotions. An OC Notice has been prepared for distribution. [REDACTED]

4. On 06 October, [REDACTED] and [REDACTED] MI careerists with the Information Services Staff, DDA, reported for two weeks orientation and briefings in SSD/ICB. [REDACTED]

5. On 08 October, SSD met with [REDACTED] Chief. EUCA, on several problems of current concern to EUCA. [REDACTED] requested information concerning several items, including pouching procedures and personnel items. As a result of the discussions, immediate problems have been clarified, and we are taking steps to head off several possible future problems. [REDACTED]

WARNING NOTICE
Intelligence Sources
AND METHODS INVOLVED

SECRET

SECRET

SUBJECT: Monthly Narrative Summary Report - October 1980

25X1 6. Representatives from SSD/Personnel Branch, OPPPM, DDA,
and EEO went to [] to discuss with their personnel
staff the new implementation procedures of the Uniform Selection
25X1 Guidelines. The Uniform Guidelines apply to any selection pro-
cedure used as a basis for any employment decision, such as
hiring and promotion by race, sex, and ethnic group. []

25X1 7. SSD met with Chief, DND and OPPPM/PMCD representatives
to discuss the preliminary results of the Cable Secretariat
survey. After a thorough discussion of the OC concerns over
the preliminary results of the survey, it was understood that
PMCD would write the survey report without substantial change
from their preliminary findings. They also indicated that, if
we continue to feel strongly about the same survey findings, we
should appeal the finds to ensure that no errors have been made,
25X1 either through omission or commission. []

25X1 8. Representatives from SSD/Personnel Branch met with the
chiefs and representatives from all OC panels to ensure agree-
ment on the headroom available for the upcoming GS-12 and GS-13
promotion exercise. This information has been consolidated into
a memorandum to obtain the approval of the Director of Communica-
tions to utilize this headroom. []

25X1 9. The DC/PB/SSD attended an OPPPM seminar on position
management during October 14 through October 16. It is anticipated
that the increased understanding of position management will be of
value in meeting OC position management requirements. []

25X1 10. On 16 October representatives from SSD briefed the departing
Chief, AMCA, [] on items relating to his newly assigned
25X1 area. Topics covered generally included finance, personnel, and
RYBAT. []

25X1 11. OC's record holdings for FY 1980, which was 3,037 cu ft,
compares favorably with our reported holding in FY 1979 of 3,330,
a reduction of 293 cu ft. A new requirement to report reference
material holdings was added for FY 1980. OC reported holdings of
25X1 3,584 cu ft of reference material. []

25X1 12. On 23 October, representatives from SSD/PB met with
[] (OPPPM/PMCD) in an effort to clarify the OC backlog
of pending PMCD items. As a result of the meeting, it was agreed
that a number of small items would be completed within a month, and
25X1 plans will be made in the near future to agree upon a realistic
schedule for the completion of the remaining PMCD requests. []

SECRET

SECRET

SUBJECT: Monthly Narrative Summary Report - October 1980

13. APEX manuals which outline security and administrative procedures for the new APEX document control system have been distributed to OC Divisions and Staffs. Additional information will be provided as it becomes available. The previously scheduled Office of Security's briefing on APEX has been cancelled. All questions regarding the APEX system should be directed to Chief, Support Service Division (OC APEX Control Officer) or Chief, Information Control Branch, SSD.

25X1

Distribution:

Original - D/CO, DD/CO, P&B, ExA, ICB (Archives)
1 - HRD, CSD, ED
1 - FND
1 - DND
1 - PS